

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-186

POSITION TITLE/NUMBER: Family Program Specialist, 06-186, (PD No. 90057000)

GRADE/SALARY: GS-0301-12 \$62,291.00 - \$80,975.00 per annum

OPENING DATE: 17 November 2006

CLOSING DATE: 1 December 2006 (1700 hrs)

DUTY LOCATION: J1/4, FT Pickett, Blackstone, VA

EMPLOYMENT STATUS: Excepted Service Male/Female Commissioned Officers (NTE 05) and Warrant Officers

WHO CAN APPLY:

GROUP I - All qualified Commissioned Officers (NTE 05) and Warrant Officers currently employed (permanent) in the Virginia Army and Air National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Commissioned Officers (NTE 05) and Warrant Officers, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment in the Virginia National Guard is required to be attached to the application if appointment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified & eligible for award of an AOC/AFSC as follows: Army: O: BR: 01A; WO: BR: 011A Air: AFSC: 37PX, 3AXXX, 3S3X1

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army or Air National Guard that ensures proper grade, unit, and AOC/AFSC prior to placement.

POINT OF CONTACT: COL Marie Mahoney, (434) 298-6232

QUALIFICATION REQUIREMENTS:

GENERAL: Experience, education or training which provided a general knowledge of the principles of organization, management, and administration.

SPECIALIZED: Work experience listed on the application must show at least thirty-six (36) months of specialized experience, such as: operating, program, or managerial experience in a type of work or combination of functions directly related to this position or in comparable work; developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations; supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures; preparing written communications and oral presentations and/or briefings or experience requiring communication orally at the state headquarters level.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and civilian experience that supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSA's will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of the principles and standard operating practices of management.
2. Knowledge of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Skill in oral and written communication.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of courses such as the Officer Advanced Course, Squadron Officer School, CAS3, Command and General Staff Course, Army War College, National Security Management Course and others of comparable level will be credited at the rate of one month of education for two months of specialized experience. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

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DUTIES AND RESPONSIBILITIES POSITION DESCRIPTION 90057000: Serves as the Joint Force Headquarters (State) advisor to the Adjutant General (TAG) on family readiness, quality of life and other Family Program matters and as the policy advisor in the development and implementation of work/life services and activities. Initiates, develops, prepares and implements policy and guidance on assigned programs. Identifies, plans, and directs family readiness, mobilization, and deployment priorities based on mission requirements. Oversees all budget aspects for the Family Program. Oversees the activities, services, and the establishment of the Family Assistance Centers (FACs) during all levels of contingency and mobilization for the military families. Provides education, prevention, support networks, direct services, and coordination with local, county, state, and national agencies and organizations to support special populations (e.g. geographically and socially isolated, special needs, extended, and high risk families). Plans, organizes, and oversees all aspects of volunteer management to include recruiting, training, retaining, and recognizing volunteers. Establishes, develops, and oversees the implementation of a comprehensive information, referral, and follow-up service in response to family needs. Establishes and provides a full range of well being and life skills education and training resources. Plans, develops, markets, executes, and oversees an ongoing Guard family youth development program that identifies and addresses issues and concerns of youth related to Guard life. Serves as the TAG's representative on family issues. Establishes and provides liaison with military and community organizations, especially Employer Support of the Guard Reserve (ESGR), to ensure positive, ongoing relationships with these groups for the benefits of military families.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. **ARMY ONLY:** ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs/htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-186

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer